

**Coordinated Review Effort (CRE)
General Areas of Review**

SCHOOL FOOD AUTHORITY (SFA) REVIEW

The Procurement form must be completed and signed prior to the Coordinated Review Effort (CRE). Do not mail the form to the Michigan Department of Education (MDE). The School Nutrition Training and Programs Analyst will collect the form during the CRE. If you have any questions regarding the attached form, please contact a School Nutrition Training and Programs Analyst at 517-373-3347.

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SCHOOL FOOD AUTHORITY (SFA) REVIEW**



AGREEMENT #:		SFA:			DATE:	
REVIEW AREAS		YES	NO	N/A	COMMENTS	
PROCUREMENT						
520A	Does the SFA operate its food service under a contract with a private management company? If "YES," please fill out form G-6.					
520B	If "NO," are you a member of a Consortium? List name of Consortium: _____ →					
520C	If not a Consortium member or food management company, what method of procurement was used to purchase the SFA food and non-food items this school year?					
1	SMALL PURCHASE METHOD Total food cost for the year or total food cost by category does not exceed the small purchase threshold, a small purchase procedure/RFQ (Request for Quotation) would be used to procure food and nonfood items.					
2	LARGE PURCHASE METHOD Total food cost for the year or total food cost by category exceeds the small purchase threshold, a sealed bid method/ITB (Invitation to Bid) or a competitive proposal method/RFP (Request for Proposal) would be used to procure food and non food items.					
3	COMBINATION OF BOTH (explain) _____ _____ _____ _____					
520D	Does the SFA have written documentation of all procurement methods used?					

Please have all procurement documentation available for review.

_____ Signature of Superintendent/Business Manager		_____ Date
_____ Telephone	_____ Fax	_____ E-mail